

## SpeedyWrite Spell Version 1.0

### Users' Guide

#### SPEEDYWRITE SPELL REQUIREMENTS:

*ADAM with either tape or disk  
64K or Higher Memory Expander  
SpeedyWrite 2 Advanced Word Processing System (not included)*

#### COPYRIGHT NOTICE:

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#### SPEEDYWRITE SPELL FEATURES:

*10,000 Word Dictionary  
5,000 Word (1,000-Entry) Thesaurus  
User Dictionary Feature  
Direct Access from the SpeedyWrite 2 Word Processor*

#### INTRODUCTION TO SPEEDYWRITE SPELL:

SpeedyWrite Spell is a spelling checker for SpeedyWrite that will check spelling *inside* the SpeedyWrite program. You can check a word or your whole text without leaving SpeedyWrite. SpeedyWrite Spell also has a built-in thesaurus that allows you to look up synonyms for many words right from SpeedyWrite.

I will help you with problems upon request, but for best service, you should REGISTER your copy of SpeedyWrite 2. (There is no separate registration for SpeedyWrite Spell.) The registration form is in the front of your SpeedyWrite manual.

If you have any questions, feel free to call (404) 952-4249 or write:

*SpeedyWrite Software, c/o  
David White  
2694 Twigg Circle  
Marietta, GA 30067*

#### L O A D I N G   S P E E D Y W R I T E   S P E L L :

You should load SpeedyWrite Spell immediately after booting up your copy of SpeedyWrite 2. The entire process for loading in the spelling checker is as follows:

1. Load SpeedyWrite 2 the normal way. Do not ask for help screens; there won't be enough memory for them anyhow. Do not load a document until *after* you have loaded SW Spell.
2. Put the SpeedyWrite Spell tape or disk into a drive. To load SW Spell, first press STORE/GET to get to the Filer menu.
3. Next move the cursor over "System" and press RETURN.
4. Select the drive containing SpeedyWrite Spell.
5. Move the cursor over "Load" and press RETURN for System Load.
6. Type in the filename

Spell(U)

and press RETURN. The letter U (the filetype) is enclosed in parentheses.

When you press RETURN in the last step, SpeedyWrite will begin loading SW Spell into memory. A copyright message will appear, followed by:

C>heck, S>ynonyms, D>ictionary?

This is the SW Spell main menu. To return to Edit Mode and load or type your document, press ESCAPE/WP. You can get back to this menu from Edit Mode by pressing WILD CARD. We will discuss each of the three options in turn.

#### U S I N G   T H E   S P E L L - R I T E   F E A T U R E

SpeedyWrite Spell has a special feature called SpellRite that checks your spelling as you type. It is on after you load SW Spell. Try it out by typing a few words. If you misspell a word, the screen will flash briefly and SW Spell will beep, alerting you to the error.

SpellRite works by storing all the letter keys you type. Since some commands, such as Set Tabs, require you to press letter keys that AREN'T part of words, SpellRite sometimes beeps after you use these commands. Although this shouldn't be a problem most of the time, if you are unsure of whether the beep is a false alarm or not, just go back and type your word again. When you press a non-letter key, SpellRite will beep if you misspelled it.

If you want to turn SpellRite off so it doesn't beep while you're typing, just press CTRL-DELETE (hold down CONTROL and press the DELETE command key). If you want to turn it back on again, just press CTRL-DELETE again. This key turns SpellRite on and off.

#### S P E L L - C H E C K I N G   Y O U R   D O C U M E N T

While SpellRite can help you check spelling as you type, most times you want to check your whole document before printing it. SW Spell has many options to help ease the task of going through your document.

Before checking your document, you should move the cursor to the beginning of the text by pressing CTRL-HOME. SW Spell always starts checking at the cursor position.

To get to the main SW Spell menu from Edit Mode, press WILD CARD. The menu (C>heck, S>ynonyms, D>ictionary) appears again. To check your text, press C for Check. SW Spell will display "Spell-Checking..." and will spell-check your document.

If SW Spell can find no mistakes, the message "No Errors!" will appear after it is done. Press any key to return to Edit Mode after this message. The cursor will be at the end of the text; press UP ARROW to see the last paragraph (it's just like Find and Replace)

If SW Spell *does* find a mistake, another menu will appear: "G>On, E>dit, S>uggest, A>dd?" We will now discuss each of these options for correcting mistakes.

When the Correction menu appears, the text will scroll to the mistake and the cursor will be on the first character of the misspelled word.

#### GO ON:

If you want to leave the word alone, but you don't want SW Spell to assume the spelling is correct (for example, if you used an unusual word that would ordinarily be a misspelling), press G for Go on. SW Spell will skip the word, but if the same spelling appears again, it will alert you.

#### ADD:

If the word is spelled correctly, press A for Add. This option adds the word to SW Spell's dictionary so it will recognize it as correct the next time it sees the word.

#### EDIT:

If you want to just type in the correct spelling, press E for Edit. Then type the correct spelling of the word and press RETURN. When using EDIT to edit capitalized words, be sure to capitalize the edited version. For example, if SW Spell found a misspelling in the following sentence:

*Doggs are warm-blodded animals.*

you would have to type "Dogs" and not "dogs" to make sure the word was capitalized.

When you type in the correction, SW Spell will ask you whether you want to "Replace O>nce or A>ll?" Press O for Once if you just want to change this occurrence of the misspelling to the edited word. Press A for All to replace

all occurrences of the misspelled word to the corrected version. If you press A>ll, SW Spell will automatically search through the document and replace the misspelled words. After the search/replace, "Text not found" will appear, just as in the CTRL-Y Global Search command. Just press any key to get back to SW Spell.

After you select "once" or "all," SW Spell will replace the word. NOTE: If the corrected version is not in the spelling dictionary, SW Spell will stay on that word until you either type in an acceptable spelling or add the word to the dictionary.

#### SUGGEST

If you don't know the correct spelling for the word, press S for Suggest. In a few seconds, SpeedyWrite will present 10 or 15 suggested spellings, numbered A through O or A through J, depending on how many there are. When all of the suggestions appear, you can press the letter of the suggestion you want to use (A through O) to replace the misspelled word with that suggestion. SpeedyWrite Spell will present the Replace Menu ("Replace O>nce or A>ll?"). Select O (Once) or A (All) as described under the Edit command above to replace the word.

If you don't find a good suggestion on the list, press RETURN to return to the Corrections Menu.

#### WORKING WITH THE USER DICTIONARY

When you add words to the spelling dictionary with the Add option on the Corrections menu, your words are stored in a special part of memory called the User Dictionary. You can save all the words you added to this User Dictionary and load them back from tape using the Dictionary option on SW Spell's Main Menu.

#### Saving a User Dictionary File

After spell-checking a document, you can save the words you have added to the user dictionary by following these steps:

Press	See
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WILD CARD	C>heck, S>ynonyms, D>ictionary?
D	L>oad or S>ave?
(for Dictionary)	
S	What Drive (A,B,C,D,E)?
(for Save)	
C	USER SAVE: Enter Filename
(enter the letter of the drive you want to save in)	
Mywords <RETURN>	SW Spell saves the words & returns to

Edit Mode

*^Enter a filename such as the one above and press RETURN.*

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Loading a User Dictionary File

To load a User Dictionary File, put the media it is on into a drive and follow these steps:

Press	See
WILD CARD	C>heck, S>ynonyms, D>ictionary?
D	L>oad or S>ave?
L	

*If there are currently words in the user dictionary, the following prompt will appear:*

*Clear current words?*

*When this message appears, press N (No) to leave the old words in the dictionary, essentially merging them with the file you are loading. Press Y if you want to erase the old words before loading the file.*

*Next, the following prompt will appear, asking you to select the drive:*

	<i>What Drive (A,B,C,D,E)?</i>
B	<i>USER LOAD: Enter Filename</i>
<i>^Enter the letter of the drive containing the file.</i>	
<i>Mywords &lt;RETURN&gt;</i>	<i>The words load, then SW Spell returns to Edit Mode. When you check a document now, the words will be considered part of the dictionary.</i>

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Clearing the User Dictionary

To clear all the words from the user dictionary, use the LOAD command to bring up the Clear current words prompt, then press ESCAPE to get out of the command after clearing the words. After following these steps, SW Spell will only accept as correct words in its main dictionary.

Press	See
WILD CARD	C>heck, S>ynonyms, D>ictionary?
D	L>oad or S>ave?
L	Clear current words?
Y (for Yes)	What Drive (A,B,C,D,E)?
ESCAPE/WP	SW Spell returns to Edit Mode.

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Editing User Dictionary Files

User dictionary files are stored as standard SpeedyWrite text files, with a filetype of A. You can load user dictionary files into the SW2 workspace with the normal LOAD command (in the Filer menu), then edit the dictionary file and save it on the tape again. In SW Spell dictionary files, each word is on a separate line.

By loading a user dictionary file into SW2, you can delete individual words and add words manually to the file. After you finish editing, use the normal SAVE command (in the Filer menu) to save the file on a tape or disk. You can then load it into SW Spell with the USER LOAD command (described above) just like any other user dictionary file.

#### Turning a Text File into a User Dictionary File

You can add all the words in a SpeedyWrite text file to the user dictionary quite easily. Just use the USER LOAD command and enter the name of the text file when SW Spell asks you for a filename. SW Spell will take out all the non-alphabetic characters and words that are already in its dictionary, so you may want to USER SAVE the converted file under a different name if you want to use it often. Files saved with USER SAVE are shorter and faster to load for SW Spell than text files.

**USER DICTIONARY NOTE:** When you use the Suggest command to look for the correct spelling of a word, SW Spell does *not* look through the user dictionary for the correct spelling; thus, SW Spell will not be able to suggest the correct spelling if the word is one you have added to the dictionary.

#### U S I N G   T H E   S W   S P E L L   T H E S A U R U S

In addition to the 10,000-word spelling dictionary, SW Spell includes a thesaurus with about 1,000 entries. You can get synonyms for any word in the thesaurus directly from Edit mode.

#### Getting Synonyms

To get synonyms for a word, follow these steps:

Press	See
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WILD CARD	C>heck, S>ynonyms, D>ictionary
S (for Synonyms)	THESAURUS: Enter Keyword
provide <RETURN>	Synonyms: <i>endow, bequeath, provide</i>
<i>^Enter the word you want to see synonyms for. SW Spell will display the synonyms on the screen.</i>	
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After the synonyms appear on the screen, you can use CTRL-K, as described in Chapter 4 of the SW2 manual, to copy the synonyms to the Copy Window so you can see them as you edit.

## Seeing More Synonyms

When SW Spell displays the synonyms on the screen, press SPACEBAR to move to the next group of synonyms. For the above example, the next group would be:

*supply, furnish, give, grant, afford, provide, minister,  
contribute, yield, share*

Press SPACEBAR again to go through more meanings. When there are no more meanings in the thesaurus, SW Spell will go back to the first meaning again (in this case, *endow, bequeath, and provide*).

When you are done with the synonyms, press ESCAPE/WP to return to Edit Mode.

## Finding Synonyms for a Word

If SW Spell can't find your word in the thesaurus, it will prompt, "No thesaurus entry for that word!" It will then go back to let you enter another word. Here are some tips on finding an entry in the thesaurus for the idea you have in mind:

- \* Use different parts of speech. For example, if you can't find an entry for *provision*, look under *provide*.
- \* If you can think of a synonym for your word, you may be able to use that synonym to bring up related words. For example, if *highway* isn't in the thesaurus, try *road*.
- \* If you found an entry for your word, but the word you wanted to use isn't in the thesaurus, look under one of the other words in the entry. You may be able to find extra information. For example, if you can't find what you want by looking under *provide*, look under *give* or another of the synonyms listed for *provide*.

## S W S P E L L A N D T H E R A M D I S K

SW Spell takes up all of the 64K memory expansion. Thus, the standard 64K SpeedyWrite RAM-disk is disabled when SW Spell is in use.

If you have a larger memory expander (128K or higher), you can order a special RAM-disk configuration program that will allow you to use the extra memory. You can still use a large RAM-disk while SW Spell is running; you just won't be able to use the first 64K of your expander (for example, if you had a 128K expander, you would only have 64K for your RAM-disk.)

The Pocket Database is also removed from memory while SW Spell is running; the PkDBASE option on the Filer menu is replaced by SPELL, which (guess what) can be used to get to SW Spell's main menu.

If you want to restore the Pocket Database and the RAM-disk facility after you are done with SW-Spell, use the Reload(U) utility to erase SW-Spell and replace these features. After you run Reload(U), you will have an empty RAM-disk (any files on the RAM-disk are destroyed when you load SW-Spell) and PkDBASE will return to the Filer menu. To run Reload(U), use the SYSTEM LOAD command with Reload(U) as the filename. (See your SW2 manual, section 4-7, for more on the SYSTEM LOAD command.)